CHAPTER 8:

DRAWING FUNDS

PURPOSE

In this chapter, you will learn how to use the ASAP system to draw funds and to cancel warehoused payment requests.

REVIEW

Funds are typically drawn by Payment Requestors. In certain instances, a Federal Agency may be granted authority to initiate payment requests, and thus act as a Payment Requestor, on behalf of a recipient organization. The Federal Agency is required to officially request approval for this authority, in writing, from the Financial Management Service (FMS). The written request must include a business case documenting the need for this capability, and must also address internal controls to ensure its proper use. The request must be signed by a Certifying Officer of the Federal Agency as established on an FMS 210, Designation for Certifying Officer. The Federal Agency shall send the request to the mailing address of the ASAP Staff at the servicing FMS Regional Financial Center (RFC). Prior to submitting written request, it is suggested that the Federal Agency discuss this matter by telephone with the RFC ASAP staff. This chapter highlights how Federal Agencies may use ASAP to initiate payment requests on behalf of their Recipients, and how the payment request process works.

DRAWING FUNDS

In order to make a payment request using ASAP, you will need to make a number of decisions, guided by the menu and prompt screens that you see.

> 1 - *ASAP Request Processes*: There are two methods of requesting funds presented on the Payment Request Processing menu:
>
> **Master Payment Request Prompt**. This payment request method allows you to specify an ALC and Recipient ID on the prompt, and see all accounts associated with that combination on a payment request entry screen. You may request funds from any or all accounts displayed on the list. This is the only payment request method available to Federal Agency users.
>
> **Template Payment Request Prompt**: Payment Requestors may use templates, i.e. custom-built lists to draw from selected accounts. Templates are established using the Create Payment Requestor Template Prompt on the Payment Request Processing menu. Federal Agencies may NOT create and use templates.

2 - *Payment Packaging*: Choose one of these two options:

Individual payments, which means a separate transfer of funds to the Recipient's financial
institution for EACH draw against EACH ASAP Account.   Choose individual
payments if the Recipient wants to have each ACH or Fedwire payment appear as a
separate deposit to their bank account.

Additionally, you may assign a different **Requestor Reference Number** to each payment.

Summary payments, which means ONE transfer of funds to the Recipient financial institution
for draws from multiple ASAP Accounts. Choose summary payments if you want to
consolidate draws from several ASAP Accounts into one deposit to the Recipient's
bank account.

- Summary payments are for ACH and FEDWIRE transactions.
- The summary packaging option allows you to assign one **Requestor Reference
Number** to the entire summary payment.

3 - *Payment Delivery Method*: Choose either FEDWIRE or ACH:

< All same-day ASAP payments are made via FEDWIRE. There is limited remittance
information transmitted with each FEDWIRE payment. FEDWIRE payments can be packaged
either individually or as a summary payment.

< All ACH ASAP payments are made via the Automated Clearing House (ACH) in the
Corporate Trade Exchange (CTX) format. All ACH payments made via ASAP carry detailed
remittance information in the addenda of the CTX payment record. The remittance
information allows for the identification of each draw from each ASAP Account comprising the
ACH payment. The remittance information is carried in a complete EDI transaction set (ANSI
X12 820, version 3040) which can be processed electronically.

Consult the **ASAP Payment Formats Package** for more information. It is located on the ASAP Web
site at http://www.fms.treas.gov/asap/pay-intro.html or contact your servicing RFC for a hard copy.

4 - *Settlement date*:

< **Same-day FEDWIRE** payment. Funds settle at the Recipient's financial institution
within minutes after your request is made and approved in ASAP. You may request same-day
payments from 8:00 a.m. through 5:45 p.m. Eastern time.

NOTE: The Recipient's financial institution will charge a fee to the Recipient to receive
FEDWIRE payments.   Please make sure that the Recipient is willing to incur this cost if
you are requesting a FEDWIRE payment on the Recipient's behalf. Summary
FEDWIRE is intended to reduce costs.

<   **Next-day ACH** payment. You may request funds to settle at the Recipient's financial institution on the morning of the next business day after your request is made and approved in ASAP.

<   **Future-day (warehoused) ACH** payment. You may request future-day payments for settlement at the Recipient's financial institution up to 32 calendar days from the date of the request.

NOTE: You may request ACH payments from 8:00 a.m. through 11:59 p.m. Eastern time. ACH payments settle at 8:30 a.m. on the business day you selected for settlement. Along with the capability to request future dated ACH payments, users are able to cancel pending ACH payments. A pending payment is defined as a future day ACH payment that has been approved, but has not yet been sent to the ACH system. If a payment is canceled, the available balance(s) for the affected account(s) will be automatically updated. Users have immediate access to these funds.   In the event that a warehoused payment request needs to be changed, the original payment must be canceled and a new payment request initiated.

!   All payment requests in ASAP are **approved or rejected immediately unless subject to Agency Review**. The available balance of each ASAP Account affected is decreased by the amount of the request as soon as the request is approved (posted), even though the actual transfer of funds occurs later in the day, the next business day or a future date.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Payment Request Processing function and are worth special mention here.

<   **Type of Payment** - This 1-character field allows you to specify how you want your draws packaged. Type "S" for summary payments or "I" for individual payments.

<   **Payment Delivery Method** - This 1-character field allows you to specify the method that you want your payments delivered. Type "A" for payments to be delivered via ACH or "F" for payments to be delivered via FEDWIRE.

<   **Settlement Date** - The date on which you want the funds you draw to settle at the Recipient's financial institution. For FEDWIRE, you must select the current date. For ACH, you must specify a business day from 1 to 32 calendar days from the current date. Note that all year fields in ASAP are four-digit fields (i.e., "2000" instead of "00") **.**

<   **Requestor Reference Number** - an identifier of your choosing, from 1 to 15 characters, which you may assign to individual payments (FEDWIRE or ACH) or to an entire summary payment (ACH or FEDWIRE).

<   **Cash on Hand** - an optional field for you to use as needed to indicate the amount of Federal
        funds currently in the Recipient's bank account.

<   **ASAP Sequence Number** - an identifier assigned by the ASAP system when a payment
        request is approved. It consists of the following:

        Date - the date the request was approved.

        Terminal ID - indicates the node name of the CQ or Fedline/3270 software used to
        initiate the request.

        Sequence # - a sequential number used to identify the session during which the request
        was made on a given terminal and date.

        Time - the time when the request was posted.

        A "session" consists of entering and **posting** a payment request. For that reason, when you
        post a summary request, the system assigns one ASAP Sequence Number to the **entire**
        summary payment. For individual payment requests, one ASAP Sequence Number is assigned
        to each **page** of draws.

<   **ITM#** - Item numbers identify the draws from ASAP Accounts within each request session.

<   **Total Amount Requested** -on summary requests, the user-entered sum of all draw
         amounts comprising the summary request.

<   **Total Amount Entered** -on summary requests, a system calculated sum of all draw amounts
        comprising the summary request.

<   **Bank Acct** - if the payment requestor has multiple banking relationships defined on its
         Payment Requestor profile, you use this field to select which bank account the payment will be
        credited to. This is a one-character field, which you use to select from one of four possible
        ACH or FEDWIRE bank accounts.

ACTION FIELDS TO NOTE

On the payment request screens, you will see an Action field. The Action field allows you to tell the system what to do with the data that you have keyed in on the screen. Action field values and their corresponding meaning are listed below.

<u>Action</u> <u>Field</u> <u>Value</u>	<u>Result</u>
P=POST	The system edits your entries for errors, and returns any error messages to the screen. If no errors are found, your entry is processed and the database is updated.
V=VALIDATE	The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. However, the entries are not processed and the database is not updated.
R=REFRESH	All data that you have entered on the screen is erased.
E=ESCAPE	Indicates that you wish to leave the screen without posting any data.
J=JUMP	When you have multiple pages of data, this allows you to specify a page to "jump"to, rather than using the F8=PGDN key or F7=PGUP key to move between pages.

GETTING STARTED

In this chapter, you will learn how to use the **MASTER** payment request process and the Payment Cancellation feature. To get to the starting point for these examples, follow the step on the next page.

ACTION:

Type 1 for the Payment Request Processing option and press Enter.

```
 SPASAP              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SPASAP                          MAIN MENU                                HH:MM:SS
 08/02/2000 T




             <1>  PAYMENT REQUEST PROCESSING
             <2>  INQUIRY MENU
             <3>  FEDERAL AGENCY FUNCTIONS MENU
             <4>  RFC FUNCTIONS MENU
             <5>  FRB SUPPORT PROCESSING
             <6>  REPORT REQUEST MENU
             <7>  NOTIFICATIONS




                     ASAP ID:              ENTER SELECTION NUMBER: 1
        ORGANIZATION ACCESS CODE:          PRESS ENTER


        F2=EXIT
```

RESULT:

The Payment Request Processing menu appears.

```
 SP020A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP020AO                   PAYMENT REQUEST PROCESSING                     HH:MM:SS
 08/02/2000 T



             <1>  TEMPLATE PAYMENT REQUEST PROMPT

             <2>  MASTER PAYMENT REQUEST PROMPT

             <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

             <4>  BOOK ENTRY ADJUSTMENT PROMPT

             <5>  PAYMENT CANCELLATION PROMPT

             <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                       ENTER SELECTION NUMBER: _
                                       PRESS ENTER


        F2=EXIT              F5=MAIN
```

SECTION 8.1
MASTER PAYMENT REQUESTS

PURPOSE

In this section you will learn how to use the Master Payment Request feature to create summary and individual payments.

MASTER LISTS OF ASAP ACCOUNTS

You can pull up portions of your Master List by specifying your Agency Location Code and the Recipient Organization on whose behalf you are requesting funds; in other words, by specifying two of the three component parts of the ASAP Account. The system will automatically display all Account IDs associated with that combination. You can then scroll through the Account IDs and request funds from any or all that you need, packaging your requests as either individual payments (one account, one payment) or summary payments (many accounts, one payment).

If you are drawing funds from Control account, you will need to request funds at the account detail level. Each account detail ID has a maximum length of 30 alphanumeric characters with no leading spaces. The Federal Agency has the ability to add up to 300 account details to a single ASAP account. The balance in the account is maintained at the account level. Payment requests and adjustments are made at the account detail level.

If a Cumulative Draw Limit is assigned to an Account Detail ID, funds can be withdrawn for that account detail up to the assigned amount within the limits of the account's available balance. If the Cumulative Draw Limit is left blank, funds can be withdrawn from that account detail up to the amount available.

In addition, Payment Requestors may supply multiple banking information to the servicing RFC. In that case you may need to select from one of four ACH or one of four FEDWIRE bank accounts when making a payment request.

The Examples in this section will illustrate how to draw funds using the Master Payment Request feature. To get to the starting point for each example, follow the step on the next page.

ACTION:

On the Payment Request Processing Menu, select menu option 2 for the Master Payment Request Prompt and press Enter.

```
  SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
  SP020AO                   PAYMENT REQUEST PROCESSING                   HH:MM:SS
  08/02/2000 T



                 <1>  TEMPLATE PAYMENT REQUEST PROMPT
                 <2>  MASTER PAYMENT REQUEST PROMPT
                 <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
                 <4>  BOOK ENTRY ADJUSTMENT PROMPT
                 <5>  PAYMENT CANCELLATION PROMPT
                 <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                          ENTER SELECTION NUMBER: 2
                                          PRESS ENTER


         F2=EXIT            F5=MAIN
```

RESULT:

The Master Payment Request Prompt appears.

```
  SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
  SP025CO                 MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
  08/02/2000 T
  REQUESTOR ID:                 SHORT NAME:          BANK ACCT: 1 (1ST, OR ENTER
  TYPE OF PAYMENT: _   (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
  PAYMENT DELIVERY METHOD: _   (A=ACH OR F=FEDWIRE)               4=4TH, OR
  SETTLEMENT DATE:    __/__/____   (MM/DD/CCYY)                   BLANK FOR LIST)
  REQUESTOR REFERENCE NUMBER: _____


  PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:


  RECIPIENT ID:_____     SHORT NAME:
  AGENCY LOCATION CODE/REGION: 11000001/__





            F4=MENU F5=MAIN
```

SECTION 8.1.1

MASTER PAYMENT REQUESTS:
SUMMARY PAYMENTS

GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Summary Payment Request to draw funds.

<   Follow Example 1 to see how to request funds from standard accounts and control accounts.

<   Follow Example 2 to see how a payment is warehoused for future settlement.

EXAMPLE ONE

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs.   We are requesting a summary ACH payment.

     <   One Recipient Organization

     <   MORE THAN one screen of accounts

     <   Summary ACH payment

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
 SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234          SHORT NAME:       BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)            2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)           4=4TH OR
 SETTLEMENT DATE:    08/03/2000    (MM/DD/CCYY)              BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 012345678910123


 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:


 RECIPIENT ID:   0101111          SHORT NAME:
 AGENCY LOCATION CODE/REGION:  11000001/__






                 F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt. Each page can display up to 9 account IDs, and we have 2 pages of accounts in this example. You know this because you are on Page 1 of 2, and you have an F8=PGDN (page down) function key displayed.

```
 SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                        PAGE   1 OF   2
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123   TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U         TOT AMT REQ: _____
 CASH ON HAND: _____              TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE       ITM
   F1R10001              _____        $500,000.00
   F1R10002              _____        $500,000.00
   F1R10003              _____        $500,000.00
   F1R10004                                        $500,000.00
      XZXZXZX            _____
      1212121            _____
   F1R10005              _____        $500,000.00
   F1R10006              _____         $500,000.00
   F1R10007              _____         $500,000.00
 ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                       F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. Here we will use the F8=PGDN function key to page down to the rest of the accounts.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                                        PAGE     1 OF      2
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123    TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U          TOT AMT REQ: 13500____
 CASH ON HAND: _____              TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE       ITM
   F1R10001             _____          $500,000.00
   F1R10002             _____          $500,000.00
   F1R10003             1000_____          $500,000.00
   F1R10004             _____          $500,000.00
     XZXZXZX            _____
     1212121            _____
   F1R10005             _____          $500,000.00
   F1R10006             _____          $500,000.00
   F1R10007             _____          $500,000.00

 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F8=PGDN  F9=ALC  F10=RO
```

STEP 2: RESULT

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 2, and the F7=PGUP function key is displayed.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                                        PAGE     2 OF      2
 REQUESTOR ID: 0101234       SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123    TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U          TOT AMT REQ: $13,500.00
 CASH ON HAND:                             TOT AMT ENT: $1,000.00
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE       ITM
   F1R10008             _____          $500,000.00
   F1R10009             _____          $500,000.00
   F1R10010                                       $500,000.00
     DETAIL 1           _____
     DETAIL 2           _____
     DETAIL 3           _____
   F1R10011             _____          $500,000.00
   F1R10012                                       $500,000.00
     A4A4A4A4           _____

 ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F7=PGUP      F9=ALC F10=RO

 I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: ACTION

Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type a P in the
ACTION field and press Enter to post the summary request. When posting a summary request from
any page of a master list, you post all of the component requests together to form one single payment to
the financial institution. **You DO NOT post each page on which you entered requests.**

```
 SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                         PAGE   2 OF   2
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123     TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: $13,500.00
 CASH ON HAND:                                       TOT AMT ENT: $1,000.00
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE      ITM
  F1R10008               _____           $500,000.00
  F1R10009               _____           $500,000.00
  F1R10010                                           $500,000.00
    DETAIL 1             8000_____
    DETAIL 2             3500_____
    DETAIL 3             1000_____
  F1R10011               _____           $500,000.00
  F1R10012               _____           $500,000.00
    A4A4A4A4             _____
 ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                             F7=PGUP       F9=ALC F10=RO
  I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: RESULT

You are returned to the **first** page of accounts, with updated available balances.

```
 SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                         PAGE   1 OF   2
 REQUESTOR ID: 0101234        SUMMARY POSTED
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: 012345678910123    TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/       SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: $13,500.00
 CASH ON HAND:                                       TOT AMT ENT: $13,500.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
      ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE      ITM #
  F1R10001                                           $500,000.00
  F1R10002                                           $500,000.00
  F1R10003                     $1,000.00             $499,000.00         01
  F1R10004                                           $500,000.00
    XZXZXZX
    1212121
  F1R10005                                           $500,000.00
  F1R10006                                           $500,000.00
  F1R10007                                           $500,000.00
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT  F4=MENU  F5=MAIN                F8=PGDN
  I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F8=PGDN to view page 2 of the posted summary request.

```
SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/99
SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
08/02/2000 T
                                                         PAGE    1 OF    2
REQUESTOR ID: 0101234         SUMMARY POSTED
SETTLEMENT DATE: 08/03/2000   REQ REF NUM: 012345678910123   TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U       TOT AMT REQ: $13,500.00
CASH ON HAND:                                           TOT AMT ENT: $13,500.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
     ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE     ITM #
  F1R10001                                          $500,000.00
  F1R10002                                          $500,000.00
  F1R10003                   $1,000.00              $499,000.00        01
  F1R10004                                          $500,000.00
    XZXZXZX
    1212121
  F1R10005                                          $500,000.00
  F1R10006                                          $500,000.00
  F1R10007                                          $500,000.00

ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT  F4=MENU  F5=MAIN                 F8=PGDN
 I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The second page appears, complete with updated available balances. **Note:** The ASAP SEQUENCE NUMBER is the same for all pages of a summary request.

```
SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
08/02/2000 T
                                                         PAGE    2 OF    2
REQUESTOR ID: 0101234              SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000   REQ REF NUM: 012345678910123  TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:  11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U      TOT AMT REQ: $13,500.00
CASH ON HAND:                                          TOT AMT ENT: $13,500.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226

     ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE     ITM #
  F1R10008                                          $500,000.00
  F1R10009                                          $500,000.00
  F1R10010                  $12,500.00              $487,500.00        02
    DETAIL 1               $8,000.00
    DETAIL 2               $3,500.00
    DETAIL 3               $1,000.00
  F1R10011                                          $500,000.00
  F1R10012                                          $500,000.00
    A4A4A4A4
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN            F7=PGUP
 I0054   PAGING PERFORMED.
```

STEP 5: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
 08/02/2000 T
                                                              PAGE    2 OF   2
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000    REQ REF NUM: 012345678910123  TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION:  11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U    TOT AMT REQ: $13,500.00
 CASH ON HAND:                                        TOT AMT ENT: $13,500.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226


      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE      ITM #
   F1R10008                                         $500,000.00
   F1R10009                                         $500,000.00
   F1R10010              $12,500.00                 $487,500.00      02
      DETAIL 1           $8,000.00
      DETAIL 2           $3,500.00
      DETAIL 3           $1,000.00
   F1R10011                                         $500,000.00
   F1R10012                                         $500,000.00
      A4A4A4A4
 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
           F3=PRMT F4=MENU F5=MAIN        F7=PGUP
  I0054   PAGING PERFORMED.
```

STEP 5: RESULT

The prompt screen appears with the information you entered earlier. You may change this information
as needed to create a new Master Summary Payment Request.

```
 SP025C             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234            SHORT NAME: GRAY U   BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                2=ND, 3=3RD,
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)          4=4TH, OR
 SETTLEMENT DATE:   08/03/2000    (MM/DD/CCYY)                 BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 012345678910123


 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:


 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: 11000001/__




             F4=MENU F5=MAIN
```

EXAMPLE TWO

Using the **Master Summary** Request feature, we will draw funds on behalf of one Recipient Organization, and we will request a warehoused ACH payment.

<   One Recipient Organization

<   Warehoused (ACH) payment

STEP 1: ACTION

Enter a payment settlement date up to 32 calendar days from the current date, enter a new Requestor Reference Number and press Enter.

```
 SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO              MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234      SHORT NAME: GRAY U        BANK ACCT: 1 (1ST OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)            4=4TH, OR
 SETTLEMENT DATE:   08/23/2000     (MM/DD/CCYY)               BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 012345678910124


 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:


 RECIPIENT ID: 0101111           SHORT NAME:
 AGENCY LOCATION CODE/REGION: 11000001/__




                  F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```
 SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                              PAGE   1 OF   2
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/23/2000  REQ REF NUM: 012345678910124 TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111      SHORT NAME: GRAY U          TOT AMT REQ: _____
 CASH ON HAND: _____                 TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID        AMOUNT REQUESTED       AVAILABLE BALANCE      ITM
   F1R10001           _____        $500,000.00
   F1R10002           _____        $500,000.00
   F1R10003           _____        $499,000.00
   F1R10004                                    $500,000.00
      XZXZXZX         _____
      1212121         _____
   F1R10005           _____        $500,000.00
   F1R10006           _____        $500,000.00
   F1R10007           _____        $500,000.00

 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                          F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the warehoused summary request.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY                 HH:MM:SS
 08/02/2000 T
                                                          PAGE   1 OF  2
 REQUESTOR ID: 0101234         SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/23/2000   REQ REF NUM: 132345678910124  TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111         SHORT NAME: GRAY U         TOT AMT REQ: 10000___
 CASH ON HAND: _____                           TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE        ITM
   F1R10001             _____         $500,000.00
   F1R10002             _____         $500,000.00
   F1R10003             _____         $499,000.00
   F1R10004                                         $500,000.00
      XZXZXZX           _____
      1212121           _____
   F1R10005             5000_____            $500,000.00
   F1R10006             5000_____            $500,000.00
   F1R10007             _____          $500,000.00
 ACTION:  P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                               F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The summary warehoused payment request has posted successfully.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY                 HH:MM:SS
 08/02/2000 T
                                                          PAGE   1 OF  2
 REQUESTOR ID: 0101234         SUMMARY POSTED
 SETTLEMENT DATE: 08/23/2000   REQ REF NUM: 132345678910124   TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111         SHORT NAME: GRAY U         TOT AMT REQ: $10,000.00
 CASH ON HAND:                                           TOT AMT ENT: $10,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE        ITM
   F1R10001                                         $500,000.00
   F1R10002                                         $500,000.00
   F1R10003                                         $499,000.00
   F1R10004                                         $500,000.00
      XZXZXZX
      1212121
   F1R10005                 $5,000.00               $495,000.00          01
   F1R10006                 $5,000.00               $495,000.00          02
   F1R10007                                         $500,000.00

 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                        F8=PGDN
 I0088   SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 3: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
 08/02/2000 T
                                                             PAGE   1 OF  2
 REQUESTOR ID: 0101234            SUMMARY POSTED
 SETTLEMENT DATE: 08/23/2000   REQ REF NUM: 132345678910124     TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U        TOT AMT REQ: $10,000.00
 CASH ON HAND:                                            TOT AMT ENT: $10,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001


      ACCOUNT ID              AMOUNT REQUESTED       AVAILABLE BALANCE      ITM
   F1R10001                                            $500,000.00
   F1R10002                                            $500,000.00
   F1R10003                                            $499,000.00
   F1R10004                                            $500,000.00
      XZXZXZX
      1212121
   F1R10005                    $5,000.00               $495,000.00          01
   F1R10006                    $5,000.00               $495,000.00          02
   F1R10007                                            $500,000.00


  ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN                    F8=PGDN F9=ALC F10=RO
 I0088   SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The prompt screen appears.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO                  MASTER PAYMENT REQUEST PROMPT               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234     SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:   08/23/2000    (MM/DD/CCYY)                 BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 012345678910124


 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: 11000001/__



              F4=MENU F5=MAIN
```

SECTION 8.1.2
MASTER PAYMENT REQUESTS:
INDIVIDUAL PAYMENTS

GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Individual Payment Request feature to draw funds.

--   Requestors who wish to request **same-day payments via FEDWIRE** should follow the steps in Example 1.

EXAMPLE ONE

Using the **Master Individual** Payment Request feature, we will draw funds on behalf of one Recipient Organization, selecting from more than one screen of accounts. We will request **SAME-DAY (FEDWIRE)** payments.

<   One Recipient Organization

<   More than one page of accounts

<   Same-day (FEDWIRE) payments

STEP 1: ACTION

Fill in the prompt screen as shown below (specifying same-day Fedwire settlement) and press Enter.
Note: We will enter a partial Requestor Reference Number here and fill it in differently for each request
on the entry screen in order to distinguish them.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT            HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                 2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                4=4TH OR
 SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)                   BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 9875612340_____


 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:


 RECIPIENT ID: 0101111          SHORT NAME:
 AGENCY LOCATION CODE/REGION: 11000001/__







                        F4=MENU F5=MAIN
```

STEP 1: RESULT

A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT            HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234     SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                 2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                4=4TH, OR
 SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)                   BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 9875612340_____


 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                    FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: 11000001/__






                        F4=MENU F5=MAIN
 I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

STEP 2: ACTION

Type Y to confirm and press Enter.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO                  MASTER PAYMENT REQUEST PROMPT               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)               BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: 9875612340_____


 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                    FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: 11000001/__




                          F4=MENU F5=MAIN
 I0089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.

```

STEP 2: RESULT

The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up and can be viewed on four separate pages. This is indicated where the screen shows that you are on page 1 of 4.

```
 SP030B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                              PAGE    1 OF    4
 REQUESTOR ID: 0101234         SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000                        TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111         SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340           CASH ON HAND: _____
 ASAP SEQUENCE NUMBER:
     ACCOUNT ID         AMOUNT REQUESTED       AVAILABLE BALANCE
          REQ REF NUM                                            ITM #
 F1R10001               _____       $500,000.00
          9875612340____
 F1R10002               _____       $500,000.00
          9875612340____
 F1R10003               _____       $499,000.00
          9875612340____
 F1R10004                                      $500,000.00
     XZXZXZX             _____
     1212121             _____

 ACTION: _    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F8=PGDN
```

STEP 3: ACTION

Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Then press F8=PGDN to navigate to the next page of accounts.

```
 SP030B             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030BO              INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T

                                                  PAGE      1 OF      4
 REQUESTOR ID: 0101234                SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000                           TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340           CASH ON HAND: _____
 ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE
           REQ REF NUM                                             ITM #
 F1R10001                _____         $500,000.00
             9875612340____
 F1R10002                100000_____         $500,000.00
             98756123401___
 F1R10003                200000_____         $499,000.00
             98756123402____
 F1R10004                                         $500,000.00
      XZXZXZX            _____
      1212121            _____
 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                         F8=PGDN
```

STEP 3: RESULT

The second page of accounts appears.

```
 SP030B             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030BO              INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T

                                                  PAGE      2 OF      4
 REQUESTOR ID: 0101234                SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000                           TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340           CASH ON HAND:
 ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE
           REQ REF NUM                                             ITM #
 F1R10005                _____         $495,000.00
             9875612340____
 F1R10006                _____         $495,000.00
             9875612340____
 F1R10007                _____         $500,000.00
             9875612340____
 F1R10008                _____         $500,000.00
             9875612340____
 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                         F7=PGUP F8=PGDN
 I0054 PAGING PERFORMED.
```

STEP 4: ACTION

Enter the amount requested from the desired account. Post the request. Please note that you only post once, regardless of how many pages of accounts you have entered requests on.

```
 SP030B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030BO                INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                                     PAGE      2 OF      4
 REQUESTOR ID: 0101234                    SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340              CASH ON HAND:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID            AMOUNT REQUESTED       AVAILABLE BALANCE
           REQ REF NUM                                                   ITM #
 F1R10005                   50000_____          $495,000.00
              98756123403___
 F1R10006                   _____          $495,000.00
              9875612340____
 F1R10007                   _____          $500,000.00
              9875612340____
 F1R10008                   _____          $500,000.00
              9875612340____
 ACTION: P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                 F7=PGUP F8=PGDN
  I0054 PAGING PERFORMED.
```

STEP 4: RESULT

The request is posted and you are returned to the first page of accounts. An ASAP Sequence Number is assigned, available balances are updated and Item Numbers are assigned to the accounts from which funds were requested.

```
 SP030B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
  SP030BO               INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                                     PAGE      1 OF      4
 REQUESTOR ID: 0101234            REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                              TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340              CASH ON HAND: _____
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000005 1340225
      ACCOUNT ID            AMOUNT REQUESTED       AVAILABLE BALANCE
           REQ REF NUM                                                   ITM #
 F1R10001                                             $500,000.00

 F1R10002                   $100,000.00              $400,000.00          01
              98756123401
 F1R10003                   $200,000.00              $399,000.00          02
              98756123402
 F1R10004                                             $500,000.00
      XZXZXZX               _____
      1212121               _____
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN              F8=PGDN      F9=ALC F10=RO
  I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 5: ACTION

Press F4=MENU to return to the Payment Request Processing menu.

```
 SP030B             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030BO              INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                                         PAGE    1 OF    4
 REQUESTOR ID: 0101234         REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                            TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: 9875612340                CASH ON HAND: _____
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000005 1340225
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE
          REQ REF NUM                                                    ITM #
 F1R10001                                      $500,000.00
 
 F1R10002             $100,000.00                $400,000.00          01
             98756123401
 F1R10003             $200,000.00                $399,000.00          02
             98756123402
 F1R10004                                       $500,000.00
     XZXZXZX                   _____
     1212121                   _____
 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN              F8=PGDN      F9=ALC F10=RO
 I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 5: RESULT

The Payment Request Processing menu appears.

```
 SP020A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                  PAYMENT REQUEST PROCESSING                   HH:MM:SS
 08/02/2000 T


            <1>  TEMPLATE PAYMENT REQUEST PROMPT

            <2>  MASTER PAYMENT REQUEST PROMPT

            <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

            <4>  BOOK ENTRY ADJUSTMENT PROMPT

            <5>  PAYMENT CANCELLATION PROMPT

            <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT



                                    ENTER SELECTION NUMBER: _
                                    PRESS ENTER


     F2=EXIT            F5=MAIN
```

SECTION 8.2

PAYMENT CANCELLATION

PURPOSE

In this section you will learn how to use the Payment Cancellation feature to cancel approved ACH payments that have not yet been sent to the ACH system.

OVERVIEW

Since users have the ability to warehouse ACH payments up to 32 calendar days into the future, it is necessary to be able to view these warehoused payments and cancel them if necessary. Through an option on the Payment Request Processing Menu, users may cancel pending ASAP ACH payments. A pending payment is defined as either a next-day ACH payment that has been approved but not yet sent to the ACH system, or an approved, future-dated (warehoused) ACH payment which also has not yet been sent to the ACH system. Users may also cancel requests that are awaiting Agency Review.

Once you have selected the Payment Cancellation option from the Payment Request Processing Menu, you will be presented with a list of payments that are eligible for cancellation. Only payments that appear on this screen are subject to cancellation. You may select a particular payment from the summary list and will be required to view the detail of the payment prior to canceling it. If you choose to cancel a payment, the available balance(s) for the affected account(s) will be automatically updated. You have immediate access to these funds.

NOTE:

<   Both Payment Requestors and Federal Agencies may cancel pending ACH payments. If a Federal Agency plans to cancel a payment, the Agency should notify the affected Payment Requestor and Recipient Organization(s). A Federal Agency may not cancel a summary request that contains requests for accounts associated with multiple Federal Agencies.

<   If a warehoused payment request needs to be changed (for example, to specify a different dollar amount or settlement date), the original payment must be canceled and a new payment request initiated.

<   Individual items within a summary request may NOT be canceled. The entire request must be canceled.

ACTION:

On the Payment Request Processing menu, select option 5 and press Enter.

```
 SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                  PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T



                  <1>  TEMPLATE PAYMENT REQUEST PROMPT

                  <2>  MASTER PAYMENT REQUEST PROMPT

                  <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

                  <4>  BOOK ENTRY ADJUSTMENT PROMPT

                  <5>  PAYMENT CANCELLATION PROMPT

                  <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                        ENTER SELECTION NUMBER: 5
                                        PRESS ENTER

        F2=EXIT              F5=MAIN
```

RESULT:

The Payment Cancellation Prompt screen appears.

```
 SP055A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP055AO                  PAYMENT CANCELLATION PROMPT                HH:MM:SS
 08/02/2000 T


 ENTER:

      REQUESTOR ID:                   SHORT NAME:

      AGENCY LOCATION CODE/REGION: 11000001/__   SHORT NAME: US MONEY1
      RECIPIENT ID: _____              SHORT NAME:
      ACCOUNT ID:_____

      REQUESTOR REFERENCE NUMBER:_____

      REQUEST DATE (MM/DD/CCYY)   FROM: __/__/____    TO: __/__/____


                  F4=MENU F5=MAIN
```

SECTION 8.2.1

PAYMENT CANCELLATION:

GUIDE TO EXAMPLE

The following pages contain an example of how to use the Payment Cancellation feature to delete a pending ACH payment.

Please note that only pending ACH payments and payment requests awaiting Agency Review are eligible for cancellation and they must appear on the Payment Cancellation List.

--   **All requestors** should follow the Example to see how this feature works.

EXAMPLE

Using the **Payment Cancellation** feature, we will cancel the Warehoused ACH payment that we created in **Master Summary - Example 2**.

<   One Recipient Organization

<   Cancel a Warehoused (ACH) payment

STEP 1: ACTION

Fill in the prompt screen for the payment that needs to be canceled and enter a date range for when the Warehoused payment was requested. (NOTE: This is the date the request was made and NOT the future settlement date.) Press Enter.

```
SP055A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP055AO                   PAYMENT CANCELLATION PROMPT                  HH:MM:SS
08/02/2000 T


ENTER:

      REQUESTOR ID: 0101234                    SHORT NAME:


      AGENCY LOCATION CODE/REGION: 11000001/__    SHORT NAME: US MONEY1
      RECIPIENT ID: 0101111                    SHORT NAME:
      ACCOUNT ID:_____

      REQUESTOR REFERENCE NUMBER:_____

      REQUEST DATE (MM/DD/CCYY) FROM: 07/31/2000 TO:  08/02/2000



              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all the pending ASAP ACH payments for the Federal Agency-Recipient Organization combination specified on the prompt.

```
SP056A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP056AO                    PAYMENT CANCELLATION LIST                   HH:MM:SS
08/02/2000 T


                                              PAGE   1   OF   1
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U      REQ REF NUM:
 ALC/REGION: 11000001/       SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U
 ACCOUNT ID:                 REQ DATES FROM: 07/31/2000 TO: 08/02/2000


 SEL   ALC/REGION   RO ID   REQ DATE    SETTLE DATE   TOTAL AMOUNT   ITEMS

  _    11000001/   0101111  08/02/2000  08/23/2000     $10,000.00      2







      F3=PRMT F4=MENU F5=MAIN              F9=ALC F10=RO   F11=ACCT
```

STEP 2: ACTION

Enter S under the SEL field to view the payment detail information. NOTE: Depending on the pace at which you proceed through the payment request examples, you may see a list that includes payments other than the warehoused payment. At a minimum, you will see the warehoused payment request on this list. Select this payment and continue.

```
 SP056A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP056AO                      PAYMENT CANCELLATION LIST                   HH:MM:SS
 08/02/2000 T


                                                           PAGE   1  OF   1
 REQUESTOR ID: 0101234       SHORT NAME: GRAY U      REQ REF NUM:
 ALC/REGION: 11000001/        SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U
 ACCOUNT ID:                     REQ DATES FROM: 07/31/2000  TO: 08/02/2000



 SEL   ALC/REGION   RO ID   REQ DATE     SETTLE DATE    TOTAL AMOUNT     ITEMS

  S   11000001/    0101111  08/02/2000  08/23/2000       $10,000.00       2




         F3=PRMT F4=MENU F5=MAIN                 F9=ALC F10=RO   F11=ACCT
```

STEP 2: RESULT

The payment detail appears.

```
 SP057A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP057AO                      PAYMENT CANCELLATION DETAIL                  HH:MM:SS
 08/02/2000 T
                                                          PAGE   1  OF   1
 REQUEST DATE:  08/02/2000            REQUESTOR REF NUM:  132345678910124
 REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:         $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID    ASAP ACCOUNT    AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/  0101111  F1R10005       $5,000.00                $445,000.00
  US MONEY1    GRAY U
 11000001/  0101111  F1R10006       $5,000.00                $495,000.00
  US MONEY1    GRAY U




 ACTION: _  (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 3: ACTION

Once the payment detail information has been reviewed, the payment requestor has the option to cancel the payment or escape from the Payment Cancellation function. If cancellation is chosen, enter C in the Action field. If escape is chosen, enter E in the Action field.

```
 SP057A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP057AO                     PAYMENT CANCELLATION DETAIL                    HH:MM:SS
 08/02/2000 T

                                                          PAGE    1   OF   1
 REQUEST DATE:  08/02/2000             REQUESTOR REF NUM:  132345678910124
 REQUEST TIME:  10:44:00               NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000           REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION    RO ID     ASAP ACCOUNT     AMT REQUESTED        AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/   0101111   F1R10005          $5,000.00                 $445,000.00
  US MONEY1     GRAY U
 11000001/   0101111   F1R10006          $5,000.00                 $495,000.00
  US MONEY1     GRAY U



 ACTION: C (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 3: RESULT

A message appears asking you to confirm your cancellation of the payment request.

```
 SP057A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP057AO                     PAYMENT CANCELLATION DETAIL                    HH:MM:SS
 08/02/2000 T
                                                          PAGE    1   OF   1
 REQUEST DATE:  08/02/2000             REQUESTOR REF NUM:  132345678910124
 REQUEST TIME:  10:44:00               NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000           REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION    RO ID     ASAP ACCOUNT     AMT REQUESTED        AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/   0101111   F1R10005          $5,000.00                 $445,000.00
  US MONEY1     GRAY U
 11000001/   0101111   F1R10006          $5,000.00                 $495,000.00
  US MONEY1     GRAY U


 PAYMENT WILL BE CANCELLED - ARE YOU SURE? (Y/N)
 ACTION: _  (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 4: ACTION

To confirm that you wish to cancel the payment request, respond to the message by typing Y for yes and pressing Enter.

```
 SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP057AO                   PAYMENT CANCELLATION DETAIL                HH:MM:SS
 08/02/2000 T


                                                       PAGE    1  OF    1
 REQUEST DATE:  08/02/2000          REQUESTOR REF NUM:  132345678910124
 REQUEST TIME:  10:44:00            NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000        REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:           $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID    ASAP ACCOUNT    AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/   0101111   F1R10005        $5,000.00                 $445,000.00
  US MONEY1    GRAY U
 11000001/   0101111   F1R10006        $5,000.00                 $495,000.00
  US MONEY1    GRAY U



 PAYMENT WILL BE CANCELLED - ARE YOU SURE? (Y/N) Y
 ACTION: _  (C=CANCEL PAYMENT, E=ESCAPE)
```

STEP 4: RESULT

Please note that amounts associated with canceled payments update the available balance of the appropriate ASAP accounts and are immediately available.

```
 SP057A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP057AO                   PAYMENT CANCELLATION DETAIL                HH:MM:SS
 08/02/2000 T
 *** SCREEN POSTED ***                                 PAGE    1  OF    1
 REQUEST DATE:  08/02/2000          REQUESTOR REF NUM:  132345678910124
 REQUEST TIME:  10:44:00            NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000        REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:           $10,000.00 PAYMENT STATUS:  CANCELLED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID    ASAP ACCOUNT    AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/   0101111   F1R10005        $5,000.00                 $450,000.00
  US MONEY1    GRAY U
 11000001/   0101111   F1R10006        $5,000.00                 $500,000.00
  US MONEY1    GRAY U


 ACTION: _  (E=ESCAPE)
         F3=PRMT F4=MENU F5=MAIN                           F11=LIST
  I0079  PAYMENT(S) CANCELLED AND ACCOUNT BALANCE(S) UPDATED.
```

STEP 5: ACTION

Once the selected payment has been canceled, press F5 = MAIN to return to the Main Menu.

```
  SP057A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
  SP057AO                  PAYMENT CANCELLATION DETAIL                     HH:MM:SS
  08/02/2000 T
  *** SCREEN POSTED ***                                      PAGE     1 OF    1
  REQUEST DATE:  08/02/2000          REQUESTOR REF NUM:  132345678910124
  REQUEST TIME:  10:44:00            NUMBER ITEMS:   2
  SETTLEMENT DATE: 08/23/2000        REQUESTOR ID: 0101234    SHORT NAME: GRAY U
  TOTAL REQUESTED:       $10,000.00 PAYMENT STATUS:  CANCELLED
  ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
  ALC/REGION   RO ID    ASAP ACCOUNT    AMT REQUESTED       AVAILABLE BALANCE
   SHORT NAME   SHORT NAME
  11000001/   0101111   F1R10005        $5,000.00                $450,000.00
   US MONEY1    GRAY U
  11000001/   0101111   F1R10006        $5,000.00                $500,000.00
   US MONEY1    GRAY U



  ACTION: _  (E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN                               F11=LIST
   I0079  PAYMENT(S) CANCELLED AND ACCOUNT BALANCE(S) UPDATED.
```

STEP 5: RESULT

The Main Menu appears.

```
  SP010A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
  SP010AO                         MAIN MENU                               HH:MM:SS
  08/02/2000 T




          <1>  PAYMENT REQUEST PROCESSING
          <2>  INQUIRY MENU
          <3>  FEDERAL AGENCY FUNCTIONS MENU
          <4>  RFC FUNCTIONS MENU
          <5>  FRB SUPPORT PROCESSING
          <6>  REPORT REQUEST MENU
          <7>  NOTIFICATIONS




              ASAP ID _____        ENTER SELECTION NUMBER: __
      ORGANIZATION ACCESS CODE                PRESS ENTER


      F2=EXIT
```